



SIMPLE GUIDE TO TIMEOUS PAYMENTS

A Global Shared Services guideline to help Anglo American vendors achieve timeous payment of their invoices which are settled by Accounts Payable, GSS.

THREE-WAY MATCH FOR A SUCCESSFUL PAYMENT

Vendor invoices are paid according to the three-way match as indicated below:

	GOODS RECEIPT VOUCHER	TAX INVOICE
PURCHASE ORDER	✓	✓
PRICE	✓	✓
QUANTITY	✓	✓

01 PURCHASE ORDER

- Do not provide any goods or services without a valid purchase order.
- Have the actual document in your possession and do not trust a telephonic order.
- Check that this is in fact your order.
- Check the order price.
- Check the item description.
- Check the BILL TO party for correct invoicing details.
- Check the authorised delivery address.
- Do not over or under supply. Adhere to the quantity as indicated on the purchase order.

Concerns should be raised prior to delivery or acceptance of the purchase order.

02 GOODS RECEIPT VOUCHER

- Deliver to authorised delivery address only (clarify this with the buyer who placed the order with you).
- Get a valid proof of delivery (signature; printed name; payroll number; contact number and stores stamp).
- Ensure job completion certificates where applicable are signed by authorised representatives at the operation (order number; signature; printed name; payroll number and contact number).
- If mine employees collect goods from your premises, ensure employee is from Anglo American/Thungela by validating their employee card. Ensure that the proof of delivery is endorsed (printed name; payroll number; contact number and signature).

03 INVOICE

- Tax invoices must comply with the VAT Act (if you are registered for VAT).
- Issue the invoice according to the BILL TO party on your purchase order.
- Display the correct purchase order number on your invoice and invoice only one purchase order per invoice.
- If delivery was made on a delivery note, refer to this delivery note on your invoice.
- Only original tax invoices or original copy tax invoices must be submitted to GSS Accounts Payable for payment.
- Ensure original tax invoice is of good quality to enable the scanner to read the details clearly.
- Faxed copies of invoices are not acceptable.
- Statements must show the following information: invoice date; invoice number; order number and invoice value.

04 BANKING DETAILS

- To request a change of banking details, please submit:
 - **Sole Trader:** letter requesting Change, clearly displaying the sole trader's identity number; initials and surname.
 - **Company:** company resolution signed by current directors instructing the change of banking details; Companies and Intellectual Properties Commission (CIPC) Document reflecting current Directors details; confirmation letter from bank with a bank stamp or cancelled cheque.
- Refer to point 3 and 4 on the reverse side of this document for further information on banking details.

Global Shared Services Contact Centre
 Tel: 0860 289 987 (0860 BUZZ US) - South Africa
 Tel: +44 (0) 20 3450 7627 - UK
 E-mail: quervinvoic@angloamerican.com

Contact Centre Hours: Mon to Thu – 08:00 to 16:00 & Fri – 08:00 to 15:00 (Time Zone: South Africa GMT+2hours)

These Services are brought to you by Anglo American Shared Services on behalf of Thungela

SUPPLIER INFORMATION

1. Who do I contact if I need to enquire about my payment or outstanding invoices?

- Contact **GSS Contact Centre** on **0860 2899 87** (South Africa) 020 345 7627 (United Kingdom) or email your query to queryinvoice@angloamerican.com.
- Please ensure that you have the relevant purchase order and invoice number.

2. How do I follow up on my remittance advice?

- Call GSS Contact Centre with the following information:
 - Vendor number
 - Bank statement reference number and amount
 - Date payment received

3. How do I update my company's banking details?

- Email your request to the GSS Vendor Master Data Team at gss.cm.vmd@angloamerican.com

4. How do I update my company details?

- Platinum** - legal entity or changes in company contact details and addresses e-mail: smm@angloamerican.com
- Thermal Coal** – submit request to MDMCOAL@angloamerican.com
- Kumba Iron Ore** - contact the relevant buyers on site
- Zimele** - email your request to the GSS Vendor Master Data Team at gss.cm.vmd@angloamerican.com

5. If I submit more than one copy of the same invoice will I be paid faster?

- No, in fact this could delay the payment process.
- Invoices submitted to GSS must be originals or original "Copy Tax Invoice".

6. Who should my invoice be addressed too?

Legal entity and VAT registration numbers are as follows:

- Rustenburg Platinum Mine Ltd or RPM Ltd 4310113883
- Rustenburg Platinum Mine Ltd or RPM Ltd (Mogalakwena Mine) 4310113883
- Platmed (Pty) Ltd 4810164238
- Atomatic Trading (Pty) Ltd 4770274928
- Anglo Operations (Pty) Ltd 4710102072
- Anglo American Inyosi Coal (Pty) Ltd 4680246016
- Mafube Coal Mining (Pty) Ltd 4240228652
- Sishen Iron Ore Company (Pty) Ltd 4060193812
- Anglo American EMEA Shared Services (Pty) Ltd 4840187258
- Anglo American Zimele Loan Fund (Pty) Ltd 4190282915

7. Where do I send my invoices/statements to?

Please make use of the e-mail address below to submit your **invoice(s)**.

Business Unit	E-mail Address:
Anglo American T&S Services	technical.payinvoice@angloamerican.com
Anglo Operations Limited Pty Limited (Coal)	coalsa.payinvoice@thungela.com
Anglo American EMEA Shared Services	emea.payinvoice@angloamerican.com
Anglo Operations Limited Pty Limited (JHB Corp)	jhbcorp.payinvoice@angloamerican.com
Sishen Iron Ore Company	kumba.payinvoice@angloamerican.com
Anglo American PLC / Anglo American UK Services	london.payinvoice@angloamerican.com
Platinum	platinum.payinvoice@angloamerican.com
Anglo American Zimele Loan Fund (Pty) Ltd	zimele.payinvoice@angloamerican.com

Please adhere to the guidelines below when submitting your invoice via e-mail:

Do's	Don'ts
Send only one invoice per email	Don't send more than one invoice per email
Ensure your invoice is the only attachment per email (one attachment per e-mail) – the attachment size should not exceed 12MB	Don't send more than one attachment per email
Send your invoice in a .pdf format	Don't send queries to these mailbox addresses
Invoice must clearly display the most recent, valid PO number	Don't send a hard copy or duplicate invoice if you are submitting your invoice electronically
Multiple pages per attached invoice, to include backup documentation, is acceptable.	If you have opted to submit invoices by hardcopy then do not switch between paper and electronic

Please submit your **statements** in PDF or excel format to:

- Anglo American Coal South Africa: gss.coal.statement@thungela.com
- Rustenburg Platinum Mines Ltd: gss.platinum.statement@angloamerican.com
- Kumba Iron Ore: gss.kumba.stat@angloamerican.com
- Anglo American JHB Corporate: gss.corporate.stat@angloamerican.com
- Anglo American Zimele Loan Fund gss.zimele.stat@angloamerican.com

- E-mail enquiries will be responded to within two working days
- Telephonic enquiries will be attended to within one working day

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